

**Rhode Island Emergency Management Agency
State Homeland Security Grant Program**

Surplus Funds. RIEMA recognizes that the costs associated with category amounts that were submitted as part of their grant application may only have been estimates. Should a community realize a need to realign the category amounts during the grant period, a community may petition RIEMA to either change the quantity of a specific item or transfer funds from one approved category to another. *A determination will be made on your request within 10 business days of RIEMA's receipt of your documentation.*

CHANGE REQUEST

Name of Agency Requesting Change: _____ Date: _____

Person Requesting Change: _____ Signature: _____

Address: _____

Phone Number: _____ Fax Number: _____

Sub-grant Number (Example: 4-81-FY16): _____

Describe adjustment or change request in detail. (Attachments accepted):

FOR RIEMA USE ONLY

Step #1:

() – Approved

() - Needs more information from requesting agency (provide explanation below)

() – Rejected, does not fit grant guidelines (provide explanation below)

Approved by program manager: _____ Date ____/____/____

Explanation if required:

Original request change is placed in sub-grantee folder. Copy of approval sent to agency requesting change.